

INSTRUCTIONS FOR PLANS
BELIEVED NOT TO REQUIRE APPROVAL UNDER
THE SUBDIVISION CONTROL LAW
§ 160.20

SUBMISSION REQUIREMENTS

Applicant who believes that his plan does not require approval under the Subdivision Control Law shall submit the following to the Beverly Planning Board:

1. one (1) mylar original
2. one (1) mylar reproducible
3. three (3) prints
4. three (3) fully-executed form A-1
5. \$100.00 filing fee to adjust lot lines or \$200.00 filing fee per lot created (checks should be made payable to the City of Beverly)
6. copy of any decisions (s) of the Zoning Board of Appeal, including, but not limited to, variances and exceptions regarding the land or any buildings thereon

PLAN REQUIREMENTS

Plans submitted as § 160.20 must contain the following information:

1. Identification of the plan by name of owner of record and location of the land in question, cross-referenced to page and parcel number of the Assessor's Maps.
2. The statement "Approval Under the Subdivision Control Law Not Required," and shall provide sufficient space for the date and the signatures of the majority of the Board.
3. A locus plan at eight hundred feet (800') to the inch shall be included on the plan.
4. Zoning classification and location of any Zoning District Boundaries that may lie within the locus of the plan.
5. In the case of the creation of a new lot, the remaining land area and frontage of the land in the ownership of the Applicant shall be shown.
6. Notice of any decision of the Zoning Board of Appeal, including, but not limited to, variances and exceptions regarding the land or any buildings thereon.

7. Abutters from the latest available Assessor's records unless the Applicant has knowledge of any changes subsequent to the latest available Assessor's records. (See Form E, Certified List of Abutters, Appendix E).
8. Distance to the nearest road or other permanent monument(s).
9. Location of all existing buildings, including setback and side and rear yard designations.
10. The scale, date, and name of the Engineer or Surveyor who prepared the Plan.
11. Location of nearest fire hydrant(s).
12. Metes and bounds of all existing and proposed boundary lines.
13. Notation explaining purpose of ANR (details of transactions, making an existing non-conforming lot conforming, etc.)
14. Notation stating that endorsement of this plan as one not requiring approval under the Subdivision Control Law is not a determination as to conformance with zoning.

PROCEDURE

Upon receipt of an ANR filing which meets all the submission and plan requirements listed above, the Planning Department will date stamp the Applications. Applicant will file one copy of the stamped Application with the City Clerk.

As required by M.G.L. Chapter 41, Section 81-P, the Planning Board has twenty-one (21) days from the date of filing to review the plan. If the Planning Board determines that the plan is indeed an ANR, it will, without a public Hearing, endorse the plan and return it to the Applicant for recording. (*NOTE: Endorsed plans must be recorded at the Registry of Deeds within six (6) months of being signed. If for some reason the plan does not get recorded within six (6) months, certification of vote must be obtained from the Planning Board or contact Planning Staff for more information.) Upon recording or registering the final endorsed plan with the Registry of Deeds or Land Court, two (2) copies of the registered or recorded plan shall be submitted to the Planning Department.

Upon endorsement of plan by the Beverly Planning Board that the plan does not require approval under the Subdivision Control Law and recording or registering the plan with the Registry of Deeds or Land Court, the applicant or owner of record shall forthwith file with the Beverly Engineering Department GIS Coordinator at no charge or cost to the City of Beverly an electronic file of the final endorsed plan. The files shall be in CAD or GIS format and may be submitted on CD, DVD or by electronic mail. All files shall be submitted to the City of Beverly Engineering Department in accordance with their "Digital Data Submission Requirements."

If the Planning Board declines to endorse the plan as an ANR, it will so inform the Applicant and City Clerk in writing, and will return the unsigned plan to the Applicant. If the Board determines that subdivision approval is required, Applicant may either:

- a. submit a Definitive Subdivision Plan (or, when required, a Preliminary Subdivision Plan) to the Planning Board for review; or
- b. appeal the Planning Board's decision in the manner provided in M.G.L. Chapter 249, Section 4.